

**School Building Committee
Westport Community Schools
DATE: Wednesday, June 9, 2021
TIME: 6:00 p.m.**

PLACE: Virtual Zoom Meeting

Zoom Meeting Link:

<https://zoom.us/j/99245823979?pwd=YmpsbnJlMellJelhXmk0zbWFucnJ2dz09>

Meeting ID: 992 4582 3979

Passcode: 437451

Dial-In: 1-646-876-9923

MINUTES

Present: Thomas Aubin, Chair Dianne Baron, David Cass, James Hartnett, Timothy King, Joseph Pacheco, Kevin Rioux, Antonio Viveiros, Jeffrey Wade

Absent: Jon Bernier, Michael Duarte, William Gifford, Co-Chair Tracy Priestner, Nancy Stanton Cross, Shana Shufelt, Antone Vieira

Also Present: Cheryl Cieplik GGD, Chris Garcia GGD, Bob Gilchrist Executive Project Manager Agostini Bacon, Larry Gill CHA, Laura Jolly Project Manager CHA, David Pereira GGD, Dan Tavares OPM CGA Project Management, Charles Van Voorhis JLA, 0 Community Participants

I. Call to Order - Chair Dianne Baron opened the Virtual SBC Meeting at 6:00 pm. with a quorum of the members present. Chair Baron announced that the meeting was being recorded and a transcript will be available.

II. Comments and Statements from the Public/Citizen's Participation - There were none.

III. Construction Manager Report -

Bob Gilchrist explained the following photo slides:

--front of high school, grass has been hydroseeded, finishing sidewalk / 95% complete, trees planted along front

--parking area and Old Country Rd., stone wall, observation ports for leeching fields

--east side of middle school south wing and north wing, added concrete pad for shelter, area was hydroseeded

--back / community entrance between auditorium and gym, high school locker area, most concrete work is done

--mechanical equipment, emergency generator, 2 cedar gates to hide dumpsters, fire protection pump house, and Eversource transformer

--auditorium- work on acoustical clouds, rigging and lighting for stage, half way completed, will be finishing soon

--back of cafeteria toward Library Media Center, painting work done, temporary rails on right, ceiling grid and tiles are up

--gym - installation of overhead gym equipment, 12 basketball hoops / 6 on HS side /6 on MS side, starting to install flooring for walking track

--makerspace, sealer on concrete floor

--main entrance doors installed to have a secure vestibule

Chair Baron asked if there were any questions? There were none at this time.

IV. OPM Report - Mr. Tavares gave the following updates:

Public Water Supply - Mr. Tavares reported having potable water is needed to open up the school. Ongoing weekly meetings are taking place with Tata and Howard as the DEP submissions are being finalized.

Library Well - All submissions to DEP have been approved except for the Water Treatment Plant System pertaining to library well. Levels of iron and manganese as well as ph levels need to be confirmed with DEP. Tata and Howard is forming a proposal for a pilot study of the water treatment system as part of the DEP approval process.

New Campground Well - Based on water quality test results, additional treatment is not needed. Next steps in the process include ACC completing controls installation by Friday, with GGD review and inspection. Tata and Howard will do an inspection next week. DEP will complete a final inspection. DEP may provide a verbal approval of the system, then final connection will be allowed at that time, possibly by early July.

Final tie ins to WES and Library are being coordinated with the district to occur over the summer once DEP approvals are in place. Pipes will be re-flushed, pressure tested and disinfected prior to start up once all connections are completed.

FF&E Status - All purchase orders have been issued and are within the approved budget. They are waiting for vendors to confirm final dates for deliveries and installations. Major deliveries will take place before the project is finalized.

Technology Equipment Bid Status - All purchase orders were issued and within budget. They are having ongoing meetings. Installations of various systems will vary from June - August that include providing switches and wireless access points.

Move Management - Packing process has started. Moving crates mid- August following FF&E installations. OPM team is meeting to review and confirm the district's process of moving.

Mr. Tavares asked if there were any questions on the updates? There were none.

VIII. Action Agenda *(taken out of order)*

- a. Review and approval of Proposed Change Orders that exceed \$25,000 -

Owner change order 015

\$ 41,931.40	Already approved PCO's under \$25,000
\$119,155.11	PCO's exceeding \$25,000 (originally brought forth as \$143,000)
\$161,086.51	Total for Owner Change Order 015

Change order 015 is to upgrade the child care room. Mr. Aubin explained in the original plan the child care room was not a multi-use room. There is a need to have this space serve as a multipurpose room to utilize for adult education, student education, as well as project-based learning. Some of the technology to be placed in this area was not originally planned. Adjusting this space now will be valuable for everyone in the community and the funds spent will be an investment for the future.

Mr. Tavares added that the funds of \$119,155.11 are also for art room computers, computer-based equipment for the chorus room, HVAC systems, duct work and piping, and vapor barrier. It was reviewed by the team and they feel this is fair and reasonable to move forward on this.

A motion was made to approve Owner Change Order 015 in the amount of \$161,086.51.
Motion by Jeffrey Wade, seconded by Kevin Rioux, all were in favor, motion passed

Mr. Tavares reported the following:

CM Contingency: \$ 7,269.53

CM Allowances: \$ 2,408.40

Mr. Tavares reviewed the "Change Order Management Log", "Change Order Management Summary" and the "Total Project Budget".

Mr. Tavares gave a general summary explaining where the project stands with the following 5 contingencies using a DRAFT copy of a document entitled "Contingency Status Report".

1. Owner's Project Contingency
2. Owner's Construction Contingency
3. Construction Manager Contingency
4. Construction Manager Allowance
5. Construction Manager Report

Column breakdowns showed figures for budget, used to date, credits to date, and balance for each item category.

Mr. Tavares went over the following:

PROJECT BUDGET

MSBA Reimbursement Status

Total Project Budget:	\$ 95,942,759
Total Payment Requests Submitted to Date (43):	\$ 72,817,361
Total MSBA Payments Issued to Date:	\$ 29,695,118
Percentage of Reimbursement Rate/Effective Rate:	49.47% / 40.78%
Current Payment Request Amount (PR-43):	\$ 1,995,364
Pending MSBA Payment (PR-43):	\$ 987,107
Percentage of Total MSBA Grant Paid to Date:	73.48%

(Approximately \$6M remaining of MSBA reimbursement to 95%)

Mr. Tavares shared that the MSBA has begun the process of reimbursing portions of change orders 1-5 and will continue along as the project continues moving forward.

Mr. Tavares reported they are having meetings with Lynn Foster from Unibank to discuss and plan for the next short term borrowing that will go through the rest of the project at a cost of \$10 million dollars.

Chair Baron mentioned a change concerning a request from the Board of Library Trustees. The Library would like to add durable granite curbing of about 90 feet at a cost of \$8,000 - \$10,000. The Library will reimburse the project. Discussion took place as to whether this can be accomplished without upsetting the flow of the project to get granite curbing completed. Mr. Hartnett and Mr. Gilchrist believes this can be done without a delay in the project timeline.

Chair Baron asked if there were any questions for Mr. Tavares? There were none at this time.

V. Architect Updates - Mr. Van Voorhis reported they continue to visit the site 2 times a week. Agostini is submitting closeout documents for the project. They are expecting to start the final punch list in a week or two.

Mr. Tavares reported after the last School Building Committee meeting there were comments made on certain areas of concern. It was recommended to have members of the Construction Subcommittee tour the building to help with potential items for the punch list. Mr. Tavares mentioned creating a spreadsheet to track, design, construction or incomplete work as areas get more finished. Mr. Tavares will coordinate a date and time with Mr. Gilchrist to occur over the next month. Mr. Gilchrist mentioned to avoid the auditorium and gym areas because workers are scheduled until 4 pm.

Chair Baron asked what the status was on the fire rated windows? Mr. Van Voorhis said the shop drawings were issued, a conversation with Lockheed took place and the final order with changes was placed last Friday. Delivery to the site will be July 30.

Chair Baron asked if there were any questions for Mr. Van Voorhis? There were none at this time.

VI. Superintendent's Report - Mr. Aubin shared the moving has started and everyone is excited about moving into the new building. Some of the school building project bills are coming to the school. Mr. Aubin is meeting with district leadership to look at processing the bills by forwarding them to the town in order to expedite the process. Mr. Tavares will discuss this issue with the vendors, design group and GGD. These invoices need to be reviewed, processed and approved before the district issues any payments. The town needs to receive an ok to pay to make sure everything is validated.

VII. Subcommittee Updates - There was nothing further to report.

VIII. Action Agenda

b. Approval of Change Orders and Associated Proposed Change Orders - Done above.

c. Approval of the May 19, 2021 School Building Committee Minutes - A motion was made to approve the May 19, 2021 School Building Committee Minutes.

Motion by Kevin Rioux, seconded by James Hartnett, all were in favor, motion passed

IX. Set next meeting date -

Next Virtual SBC Regular Scheduled Meeting - July 21, 2021 - 6 pm.

Chair Baron will be looking into whether this will take place in person or virtual.

Future Virtual SBC Meetings - August 18, 2021, September 15, 2021, October 20, 2021, November 17, 2021, December 15, 2021 - 6 pm.

Future Virtual Steering Committee Meeting - July 6, 2021 at 9:00 am.

Future Virtual Design Subcommittee Meeting - TBD

X. Adjourn - A motion was made to adjourn.

Motion by Jeffrey Wade, seconded by Thomas Aubin, all were in favor, motion passed

The Virtual School Building Committee Meeting ended at 6:51 pm.